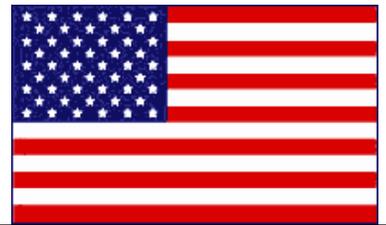




# PORTLAND VA MEDICAL CENTER

Portland, Oregon Division  
 Vancouver, Washington Division  
 Community Based Outpatient Clinics  
 Salem, OR Bend, OR  
 Camp Rilea (Warrenton, OR)



## NOTICE OF VACANCY

<b>1. <u>Announcement Number</u></b>  <p style="text-align: center;"><b>MP-10-0043-TC</b></p>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <p style="text-align: center;"><b>Carpenter</b>          (PD# 09827A)  <b>Series: 4607 (Purchase and Hire)</b>  <b>\$27.56 per hour</b></p>	<b>3. <u>Tour of Duty</u></b>  <p style="text-align: center;">7:30am – 4pm  M-F</p>	<b>4. <u>Duty Station</u></b>  <p style="text-align: center;"><b>Facilities Management Division, Portland Division</b></p>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <p style="text-align: center;"><b>Temporary</b>  <b>1 Full-time position NTE</b>  <b>18 months</b></p>	<b>6. <u>Contact</u></b>  <p style="text-align: center;"><b>Human Resources Assistant</b>  <b>503-273-5236</b></p>	<b>7. <u>Opening Date</u></b>  <p style="text-align: center;"><b>12/11/2009</b></p>	<b>8. <u>Closing Date</u></b>  <p style="text-align: center;"><b>12/15/2009</b></p>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- All qualified U.S. Citizens.

### MAJOR DUTIES:

This position required to work on construction, alteration, repair and modification of structures such as: framework, doors, finish paneling, windows, rough furniture, interior and exterior trim, rafters, trusses and beams, where accuracy, spacing and fit are essential and appearance is important. Carpenter plans and completes projects from layouts to final assembly. Must be able to work from blueprints, sketches and work orders. Must be able to construct straight angles and curved cuts which must be exact. Must be able to assemble installations where items are closely joined to other assemblies to strengthen and support or to provide air and weather tight fits. Must know how to replace glass window panes, layout and install metal and wood studs for sheetrock and plastered walls, install drop ceilings, repair roofs and flashing of buildings, etc. Mixes concrete and installs footings, curbs, walls and like construction. Lays and repairs floor coverings and installs plastic coverings on counter tops and other similar items. Constructs temporary dust and safety enclosures and barricades and special scaffolding when required. Mixes materials used in finishing plaster surfaces in construction and repair on interior and exterior walls and ceilings. Performs plastering on all types of backgrounds such as metal, wood or gypsum lath, wallboard and masonry surfaces, as well as repair patching of plaster and stucco surfaces. For painting determines methods, materials, devices and techniques for best finish required. Prepares surfaces by smoothing with sandpaper, steel wool, filling, shaping and leveling with various types of precoating materials. Prepares coating materials by tinting, toning, matching, blending and mixing different colors of colorants required by paint manufacturers. Coatings are applied by using brushes, rollers, spray guns and texture devices. Matches coatings to texture, thickness, levels and decorative requirements. All work and tool machinery use will done in a safe manner in accordance with V.A. and Medical Center guidelines as published. Performs preventive maintenance/inspections on tools and equipment and machinery related to trade.

**THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualifications Standards for WS-7401 series applies and may be reviewed in the Human Resources Management Division office. There is no specific amount of experience and/or training required, but candidates must demonstrate via their experience or combination of experience/training that they possess the knowledge, skills, and abilities required for the position (see "Basis of Rating" below).

### BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

**On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:**

- Describe your formal training, background, education and experience to be a journeyman carpenter.
- Describe your knowledge and understanding working in a Medical Center pertaining to infectious control, fire barrier requirements, general installation of steel framing, doorframes and doors, and wallboard.
- Describe your understanding of OSHA, Safety, and construction safety.
- Describe your ability to work with minimal supervision.
- Describe your ability to work with other trades, electricians, fitters, telecommunications mechanics, etc.

(Continued on next page)

## **CONDITIONS OF EMPLOYMENT:**

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future.
- Applicants without prior federal service will be appointed at step one of the grade.
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reason an offer of employment may be denied.
- **A pre-employment physical examination will be required for an applicant who is tentatively selected.**
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

## **HOW TO APPLY:**

### **Portland VAMC employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 12/22/2009)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended. (due 12/22/2009)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

### **Other VA Employees must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
5. Latest SF-50, Notification of Personnel Action
6. Latest performance appraisal

### **Non VA Applicants must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).
7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

**All application packets must be received in Human Resources by Close of Business (COB) on 12/15/2009 (except as noted above).** Application forms may be obtained in Human Resources Office or on our internal website.

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: MP-10-0043-TC**

PO Box 1034

Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

**APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**